



# CITY of LAS VEGAS

Department of Human Resources

**OPEN (Job Code 051099110)**  
**NEIGHBORHOOD DEVELOPMENT MANAGER**  
**APPROXIMATE MONTHLY SALARY RANGE: \$5,385 to \$8,975**

**OPENING DATE: November 28, 2005 at 8 a.m.**  
**FILING DEADLINE: December 23, 2005 at 4:30 p.m.**

**LAS VEGAS CITY COUNCIL**  
MAYOR OSCAR B. GOODMAN  
MAYOR PRO-TEM GARY REESE  
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**CITY MANAGER**  
DOUGLAS A. SELBY  
**DIRECTOR OF HUMAN RESOURCES**  
F. CLAUDETTE ENUS

The **SUPPLEMENTAL ASSESSMENT** must be completed and attached to your application.

We are currently recruiting for the position of Neighborhood Development Manager. This is an Appointive (Non-Civil Service) position. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with major in urban planning, regional planning, community development, public administration, business management or a field closely related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree. Four years of increasingly responsible experience in community development projects, including two years of supervisory or lead responsibility.

**SELECTION PROCESS:** Interested and qualified applicants must submit a **CURRENT** city of Las Vegas application and a detailed resume by the filing deadline at the city of Las Vegas, Department of Human Resources, Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov). **The selection process will consist of a review of all applications, supplemental assessments, and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable).** Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check.

Duties may include, but are not limited to the following:

**ESSENTIAL FUNCTIONS:** Manage all services and activities of the Neighborhood Development division including developing and implementing affordable housing and rehabilitation programs, public service programs, and capital projects; developing internal and external audit reports; monitoring activities to determine their effect on department goals and policies. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures. Conduct a variety of organizational and operational studies and investigations; recommend modifications to division programs, policies and procedures as appropriate. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels. Plan, direct, coordinate and review the work plan for the Neighborhood Development Division; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. Interpret, apply and ensure staff complies with all relevant federal, state and local regulations and guidelines, and city policies and procedures; analyze the impact of new or revised local, state and federal regulations on development projects and adjust procedures accordingly. Select supervisory, professional, technical and support staff and ensure effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities and performance of staff directly and through subordinate supervisors; work with staff to establish work priorities and schedules; encourage and provide for staff training and professional development; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development. Oversee and participate in the development and administration of the division's annual budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments. Provide administrative support to various ad hoc city and citizen committees. Serve as liaison for the division with other city departments, divisions and outside agencies; coordinate activities closely with other divisions, departments and agencies; negotiate and resolve sensitive and controversial issues. Serve as staff on a variety of boards, commissions and committees. Provide responsible staff assistance to the Director, Neighborhood Services and Deputy Neighborhood Services Director. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Ensure that staff maintains required files and records; prepare and present a variety of reports and other necessary correspondence.

**You may be evaluated on your:**

**Knowledge of:** Operational characteristics, services and activities of a community development program. Management skills to analyze programs, policies and operational needs. Principles and practices of program development and administration. Federal grant program application and administration procedures and techniques. Requirements, principles and practices of federal program audits. Basic auditing procedures. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluation. Pertinent federal, state and local laws, codes and regulations.

**Ability to:** Work with a variety of community-based organizations. Plan, organize and prioritize assignments. Meet critical deadlines. Manage multiple assignments. Demonstrate respect and sensitivity for cultural differences. Communicate with individuals from a variety of social, cultural, economic and educational backgrounds. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar. Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals. Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time and operating assigned equipment. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment. Maintain mental capacity which allows the capability of: making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities.

**Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**



**City of Las Vegas**  
*Neighborhood Development Manager*  
**Supplemental Assessment  
(Required)**

**DIRECTIONS TO APPLICANT:**

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. The City of Las Vegas requires the completion of the application in its entirety. You may attach a copy of your resume, but it is the application that will be used to determine your qualifications. **Please be thorough.**

The supplemental assessment is the tool by which we will evaluate your work experience, as it relates to this position. This assessment will be used to determine further consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process.

**PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.**

**I certify under penalty of perjury that all statements and answers contained on this assessment are true.**

\_\_\_\_\_  
Signature

**NAME:** \_\_\_\_\_  
Please print

**Social Security Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ***Neighborhood Development Manager Supplemental Assessment***

**Please fill out the following information:**

**College attended:**

**Degree:** Yes ☐ ☐ No

**Major:**

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**Minor:**

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**If you do not have a college degree**, please indicate the training, work experience, and education that qualify you for this position. Be specific and indicate the amount of time in years and level of experience.

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## ***Neighborhood Development Manager Supplemental Assessment***

**1. Please describe in detail your experience in the administration and compliance of CDBG funds as it relates to the following areas:**

- **New construction**
- **Acquisition**
- **Rehabilitation**
- **Affordable housing**

**Please list your most notable project utilizing CDBG funds.**

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### ***Neighborhood Development Manager Supplemental Assessment***

2. Please describe in detail your experience in the administration and compliance of HOME funds. Please list examples of projects that were completed with HOME funds and highlight the one project you are most proud of and the benefit it brought to the community.

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### ***Neighborhood Development Manager Supplemental Assessment***

3. Please describe in detail your experience in the administration and compliance of Low Income Housing Trust Funds (LIHTF). Please list examples of projects that were completed with LIHTF funds and highlight the one project you are most proud of and the benefit it brought to the community.

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### ***Neighborhood Development Manager Supplemental Assessment***

4. Please describe in detail your experience in the administration and compliance of Housing Opportunities for Persons with AIDS (HOPWA). Please list examples of projects that were completed with HOPWA funds and highlight the one project you are most proud of and the benefit it brought to the community.

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## ***Neighborhood Development Manager Supplemental Assessment***

5. Please describe in detail your experience in the administration and compliance of Private Activity Bonds. Please list examples of projects that were completed with Private Activity Bonds funds and highlight the one project you are most proud of and the benefit it brought to the community.

[illegible]



### ***Neighborhood Development Manager Supplemental Assessment***

**6. Please describe in detail your experience in the development of affordable/attainable housing.**

[illegible]

### ***Neighborhood Development Manager Supplemental Assessment***

**7. Please describe in detail new and innovative projects or programs that you have implemented.**

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### ***Neighborhood Development Manager Supplemental Assessment***

**8. Please describe in detail your working relationship with HUD and the results of their past three year audits of your records.**

[illegible]